George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

QD-A-001
REVISION H
Effective Date: September 24, 2004

ORGANIZATIONAL INSTRUCTION

PREPARATION OF SAFETY AND MISSION ASSURANCE (QD) ORGANIZATIONAL INSTRUCTIONS

"Issuances" is defined to include memos, forms, etc. This document is only intended to address "instructions."

OPR(s)	**OPR DESIGNEE**
All QD	**Don Miller**

CHECK THE MASTER LIST AT: http://inside.msfc.nasa.gov/MIDL/
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		10/21/97	
Revision	A	1/14/98	Section 2 - Rework Applicable Document table to add MWI 1410.1, MPG 1440.2, NPG 1441.1, and to incorporate changes to section 4.1.5.2. Figure 1 Cover Page Example - delete "OI PREPARATION" under border at bottom of page. Section 4.1.5.2 - rework "f" to address changes to how S&MA will electronically access OI applicable documents and delete "g". Section 4.1.5.8 - Complete Rewrite to conform to new requirements. Section 8 Quality Records - delete 8.1 and 8.2 and add table to incorporate new requirements. Section 11 Flow Diagram - second column 4.1.5.8 add "identifies and". Section 12.1, g. - delete erroneous last sentence. Section 12.2, c., 7 - delete MSFC-P16.1 and replace with "this document, section 4.1.5.8". Section 12.2 - add e. Section 12.3 - add g., h., and i.
Revision	B	6/9/99	C/W NCR 266 Corrective Action
Revision	C	7/1/99	Changes made to reflect new organization code changes and/or changes made to reflect new directives renumbering scheme. Additional changes made to make compatible with the proposed Directives Control Panel (DCP) review and disposition process, and in paragraphs 8 and 12.4 to amend the annual review process.
Revision	D	12/1/99	Complete rewrite. Eliminated DCP and instituted a new OI control process (Figure 1).
Revision	E	3/17/00	Added definitions. Modified template requirements and OPR responsibilities in paragraph 4.2. Deleted the quality record requirements of 4.4 since they were redundant to paragraph 8. Clarified requirements for annual reviews by OPR designees in paragraph 4.4. Revised Figure 1 to include more details for canceling and approving OI's. Added the S&MA OI template as Appendix A.
Revision	F	08/12/02	Changed numbering scheme to remove department identifiers. Provided a method to review and approve S&MA OI's electronically. Signed copies are no longer required. Electronic files will be maintained on an appropriate server. Allowed for the use of flow diagrams as instructions in lieu of section 4, Instructions. Allowed the DCR to make editorial/formatting type changes without receiving formal review. Removed the requirement for a "Expires Date:"
Revision	G	8/14/03	Updated Template. This will also close NCR 551.
Revision	H	9/24/04	Updated OI to implement HQ Rules Review in accordance with CAITS Action # 04-DA-01-0387) (Utilizing the word "Shall" for all requirements, removing ambiguity, removing non-requirements, etc.) In addition, required that all QD organization review all Administrative type OIs. Added SMO to document types.

Preparation of Safety and Mission Assurance (QD) Organizational Instructions

1. PURPOSE, SCOPE, APPLICABILITY

1.1. Purpose - The purpose of this organization instruction (OI) is to establish the procedure and responsibilities for the Safety and Mission Assurance (S&MA) OI process.

1.2. Scope - This OI provides instructions for developing, reviewing, releasing, maintaining, and canceling Safety and Mission Assurance (S&MA) OI's.

1.3. Applicability - This OI applies to all S&MA personnel.

2. DOCUMENTS (Applicable and/or Reference)

2.1. APPLICABLE DOCUMENTS

MPR 1410.1	DOCUMENT AND DATA CONTROL FOR ORGANIZATIONAL ISSUANCES
NPR 1441.1	RECORDS RETENTION SCHEDULES

2.2. REFERENCE DOCUMENTS

None

3. DEFINITIONS

Definitions in MPR 1410.1 apply as well as the following:

3.1. Directives Control Representative (DCR) - As used within this OI, the DCR is the S&MA focal point for review, approval, and record keeping of S&MA OI's. This individual also serves as the S&MA Master List Custodian.

3.2. Office of Primary Responsibility (OPR) - The OPR is the organization or organizations with primary responsibility for a directive and its content or the organization that is responsible for the process represented by the directive.

3.3. Reference Document - A document that contains non-binding but useful information. Reference documents may or may not be called-out in the body of the document.

4. INSTRUCTIONS

4.1. Personnel shall use OI's to document processes within S&MA that require instructions to

ensure repeatability and are critical to safety, reliability, maintainability, or quality, or are required to implement policy (regulatory, Agency, Center) and not already specified by other Center documents.

4.1.1. Each OI shall be prepared on a Macintosh or personal computer (PC) using the current Centerwide compatible version of Microsoft Word. The font should be Times New Roman. The text should be left justified in 12 point except where otherwise noted or indicated in the template. Page margins should be 1 inch top, bottom, left, and right. Where feasible, revisions to DRAFT documents shall be identified in the document (i.e., use the Revision tool in Word).

4.2. OI Process - OI's shall be originated, revised, canceled, processed and approved in accordance with the flow diagram in section 11 and the electronic template provided from the S&MA master list.

4.3. S&MA Unique Document Control Number – The Document Control Representative (DCR) shall assign an alphanumeric designator comprised of the following elemental breakdown of this sample baseline document control number - **"QD-X-NNN**." The document number shall be in the following format:

a**. X** = one of ten approved subject categories. Those categories and their authorized approvers are listed in the table below. Where a department is listed, the supervisor or his or her designee shall be the authorized approver. If QD01 is listed, the S&MA Director or S&MA Deputy Director shall be the authorized approver. Editorial/formatting type changes may be made by the DCR without receiving formal review.

Category	Authorized Approver
(1) A = Administrative	S&MA DCB Rep, All QD Departments
(2) IS = Industrial Safety	S&MA DCB Rep, QD50
(3) IM = Information Management	S&MA DCB Rep, QD40
(4) M = Maintainability	S&MA DCB Rep, QD10, QD20, QD30, QD40
(5) PA = Project Assurance	S&MA DCB Rep, QD10, QD20, QD30
(6) QA = Quality Assurance	S&MA DCB Rep, QD10, QD20, QD30, QD40
(7) QE = Quality Engineering	S&MA DCB Rep, QD10, QD20, QD30, QD40
(8) R = Reliability	S&MA DCB Rep, QD10, QD20, QD30, QD40
(9)SM = Systems Management	S&MA DCB Rep, QD02
(10) SS = System Safety	S&MA DCB Rep, QD10, QD20, QD30, QD40

b. **NNN** = consecutive number within a subject category, assigned by the DCR.

4.4. Content - OI's shall contain information as required by the electronic template provided from the S&MA master list, this document, and MPR 1410.1.

4.4.1. Cover Page - The cover page shall be as shown in the template, modifying information as required for the specific OI. Enter the word "DRAFT" along with the draft numeric version or, the word "BASELINE" or, for revisions, enter the word "REVISION" and the revision letter(s) between the document number and the "Released" date in 14-point bold and also in the header revision block. The organization of primary responsibility designee's (hereafter referred to as OPR) organizational code shall be in 24-point bold. The title shall be all uppercase, centered mid-page, in 36 point bold.

4.4.2. Applicable and Reference Documents - OPR designees shall submit an electronic address for each applicable document to the DCR along with the final draft submittal. If an electronic address cannot be provided, then the information required by paragraph 4.5 shall be provided to the DCR. Documents used as references (e.g., textbooks) shall be included in paragraph 2.2, Reference Documents, and not paragraph 2.1, Applicable Documents.

4.4.3. Records - OPR's shall identify the records required by each OI, who maintains the records, where they are maintained, for how long and how they are disposed of at the end of this period. When applicable, the retention schedule from NPR 1441.1 shall be referenced. The records paragraph format shall be as shown in the template, section 8.

4.4.4. Flow Diagram (optional) - OPR's are encouraged to include as many of the requirements of the OI in the flow diagram as possible. A flow diagram may be used in lieu of section 4, Instructions. If standard flow diagram symbols are not used, an explanation of the meaning and/or use of those symbols shall be included in the OI.

4.5. Master List - The DCR shall maintain an S&MA Master List which identifies the unique document number, revision, title, OPR designee, and effective date. The master list shall include where possible electronic links to applicable documents. As a minimum, the master list shall provide the following for each applicable document: the unique document number, the revision level of the correct version or a pointer to where the correct version can be found, and the document title.

4.6. Annual Review - An annual document review shall be conducted by each OPR designee. The DCR shall notify each OPR, and each OPR shall respond to the DCR electronically that their document has been reviewed. The review shall include checking applicable and reference documents to ensure they are not obsolete, checking the procedure to ensure it still accurately describes the process, and checking organizational references to ensure they are current. Revisions or cancellations shall be processed in accordance with the flow diagram in section 11.

5. NOTES

None.

6. SAFETY PRECAUTIONS AND WARNING NOTES

None

7. APPENDICES, DATA, REPORTS, AND FORMS

None

8. RECORDS

Record	Repository	Period of Time
Master List of S&MA Organizational Instructions	: Designated DCR - Maintained Electronically on server.	NPR 1441.1, Records Retention Schedule 1/72 E Destroy when superseded, obsolete, or no longer needed.
S&MA Organizational Instructions, including approvals and concurrence	Designated DCR – Maintained Electronically on server	NPR 1441.1, Records Retention Schedule 1/72 E Destroy When Superseded, Obsolete, or no longer needed. Electronic files shall be maintained for two years after superceded/canceled and then deleted.

Record	Repository	Period of Time
OPR Certification of Annual OI Reviews Documented via E-Mail from OPR to DCR	Designated DCR - Maintains Electronic Record Of Review	NPR 1441.1, Records Retention Schedule 1/78/ C Destroy or delete when no longer needed. DCR shall maintain documentation of each completed review until superceded by the next annual review

9. TOOLS, EQUIPMENT, AND MATERIALS

None

10. PERSONNEL TRAINING AND CERTIFICATION

None

11. FLOW DIAGRAMS

Figure 1. OI Process Flow

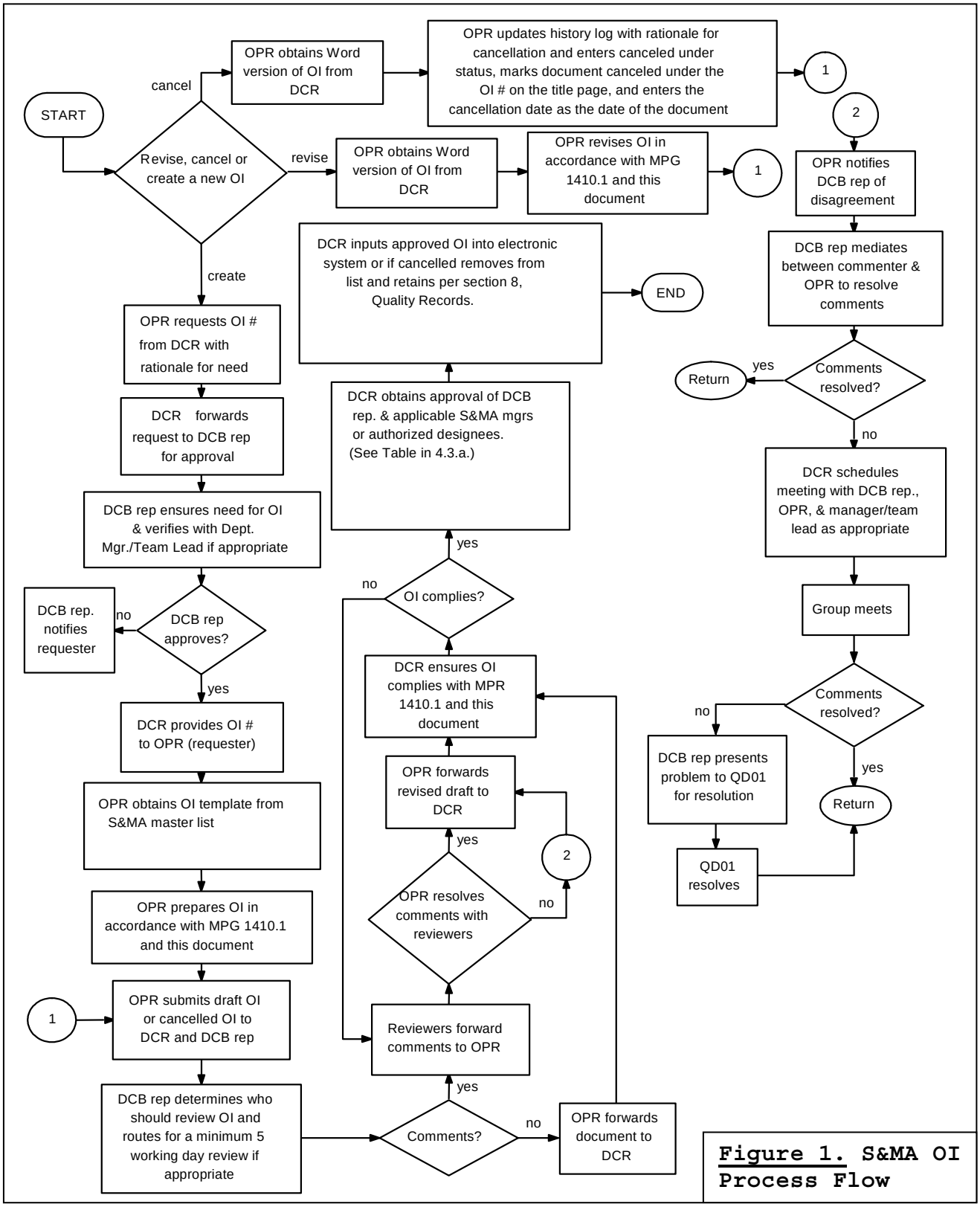

Figure 1. S&MA OI Process Flow

George C. Marshall Space Flight Center
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UNIQUE DOCUMENT NUMBER
[BASELINE/REVISION]
Effective Date:

ORGANIZATIONAL INSTRUCTION

QDXX

OI TEMPLATE

OPR	OPR DESIGNEE
QDXX	Name of individual responsible for upkeep of OI

CHECK THE MASTER LIST AT: http://inside.msfc.nasa.gov/MIDL/
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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description

TITLE

1. PURPOSE, SCOPE, APPLICABILITY (As Required)

1.1. Purpose - "Add statement if applicable"

1.2. Scope – "Add statement if applicable"

1.3. Applicability – "Add statement if applicable"

2. DOCUMENTS (Applicable and/or Reference)

2.1. Applicable Documents - "List in accordance with QD01-A-001 definition"

2. 2 Reference Documents – "List in accordance with QD01-A-001 definition"

3. DEFINITIONS

3.1

4. INSTRUCTIONS

4.1

5. NOTES

5.1. OI Replacement - This instruction replaces QDXX-XX-XXX Revision X, "title", dated XX/XX/XX

6. SAFETY PRECAUTIONS AND WARNING NOTES

None

7. APPENDICES, DATA, REPORTS, AND FORMS

None

8. RECORDS

Record	Repository	Period of Time
Specify what the record is (e.g., form number, description)	Who keeps it by title	Specify how long it is kept and how it is

		to be dispositioned at the end of this period

9. TOOLS, EQUIPMENT, AND MATERIALS

None

10. PERSONNEL TRAINING AND CERTIFICATION

None

11. FLOW DIAGRAM

None